

TRANSPORTATION ASSET MANAGEMENT COUNCIL

November 1, 2017 at 1:00 p.m.

MDOT Aeronautics Building, 2nd Floor Commission Room

2700 Port Lansing Road

Lansing, Michigan

MINUTES

**** Frequently Used Acronyms List attached**

Members Present:

Derek Bradshaw, MAR/GLS Region V
Joanna Johnson, CRA/KRCKC – Chair
Bill McEntee, CRA – Vice-Chair
Jonathan Start, MTPA/KATS
Jennifer Tubbs, MTA
Dave Wresinski, MDOT

Don Disselkoen, MAC
Gary Mekjian, MML
Bob Slattery, MML
Rob Surber, DTMB/CSS
Brad Wieferich, MDOT

Support Staff Present:

Rob Balmes, MDOT
Gil Chesbro, MDOT
Mark Holmes, DTMB/CSS
Polly Kent, MDOT
Gloria Strong, MDOT

Roger Belknap, MDOT, via Telephone
Tim Colling, MTU, via Telephone
Dave Jennett, MDOT
Josh Ross, DTMB/CSS

Public Present:

Larry Doyle, MDOT
Rob Green, MDOT
Tracie Leix, MDOT

Jeff Forster, FHWA
Charlie Jarvis, MDOT Graphics Design

Members Absent:

None

1. Welcome – Call-To-Order:

The meeting was called-to-order at 1:22 p.m..

2. Changes or Additions to the Agenda (Action Item):

None

3. Public Comments on Non-Agenda Items:

None

4. Correspondence and Announcements – D. Jennett:

4.1. – TAMC Fall Conference Update, October 5, 2017, Marquette

There was a brief review of the Fall Conference in Marquette by J. Johnson. Johnson thanked D. Bradshaw for playing host and providing a TAMC Update presentation as well as thanking R. Slattery for his role as Emcee. Other members mentioned the good work of support staff in putting on an excellent program. It was also mentioned that the event received local television news coverage.

4.2. – LTAP “The Bridge” Newsletter Article Update

D. Jennett provided an update on the status of the next article for the Bridge newsletter, which is a draft has been submitted to MTU for review. The article will be covering the updated

Investment Reporting Tool. Next edition of “*The Bridge*” newsletter will likely have an article on behalf of the TAMC Bridge Committee discussing the revamped Bridge Asset Management workshops and Bridge Asset Management Plan developments.

4.3. – RUCUS Conference Update, November 1, 2017, Lansing Crowne Plaza

D. Jennett, along with Mike Toth (MDOT), Melissa Carswell (MDOT), and Mark Holmes (DTMB/CSS) gave presentations on the Michigan Hour today at the RUCUS Conference in Lansing. TAMC support staff and MDOTers reported on Model Inventory of Roadway Elements (MIRE), Traffic Counts, Michigan Geographic Framework, Requests for Proposals (RFPs) process, and IRT updates. J. Johnson was present to represent TAMC.

4.4. – Local Technical Assistance Program (LTAP) Program Update – B. Wieferich/Tracie Leix

There is a potential threat to the LTAP program and its future is in limbo per B. Wieferich. The Center for Local Aid Support under the Federal Highway Administration, made some pretty significant changes to the LTAP program. The national LTAP program is being modified and the local program as well, is being changed. The Tribal Technical Assistance Program (TTAP) Centers have been shut down effective October 1st. It is not expected that all the LTAP centers will be totally shut down but at this time it is not certain. There is a possibility that FHWA will have just one national center instead of seven spread out over the country. The Center for Local Aid Support, Michigan Technological University (MTU) and the State of Michigan all provide funds for LTAP; federal funding only accounts for about 25% of the total. It could affect The Bridge Newsletter and may have a slight effect on TAMC trainings. Tracy Leix from MDOT Local Agency Program, stated that the timelines given by FHWA do not allow for tribal or local agency engagement. The Center for Local Aid Support is going to give a survey to all local agencies and then analyze the results from that survey, and roll out in January 2018 its plan based on those responses. MDOT feels that the flexibility and changes made so far are fine but they would like things to be shared with stakeholders and have some concern for the future focus of the program. LTAP wants to continue to meet local agency needs.

Action Item: B. Wieferich will keep council members informed of any future changes to LTAP.

5. Consent Agenda (Action Items):

5.1. – Approval of the September 6, 2017 Meeting Minutes

5.2. – 2018 TAMC Meeting Schedules

5.3. – TAMC Financial Report

J. Start made a motion to approve the September 6, 2017 Meeting Minutes, the 2018 TAMC Meeting Schedules, and the TAMC Financial Report; B. Slattery seconded the motion. The motion was approved by all members present.

5.4. – 2018 Strategic Planning Session, June 6, 2018, Horatio Earle Learning Center, Diamondale

This all-day session has been tentatively scheduled for June 6, 2018, and will be held to work on the TAMC Work Program and any key business items, if needed. The committees will each need to discuss any items they would like on the session’s agenda. The Council would like the agenda completed by March 2018.

Action Item: Committees will discuss any items they would like on the strategic planning session agenda and bring them to the full TAMC before March.

6. Committee Reviews and Discussion Items:

6.1. – Administration, Communication, and Education (ACE) Committee Update – J. Start

6.1.1. – TAMC Annual Report Development – P. Kent/C. Jarvis

TAMC support staff has started the process of creating the next TAMC Annual Report. Charlie Jarvis, an MDOT Graphics Division artist, provided a draft of the newly formatted 2017 TAMC Annual Report at the November 1, 2017, TAMC ACE and full Council meetings. The format and font has been changed so that the same amount of information can be placed in the report at a smaller size. D. Jennett has created a draft Table of Contents that he shared with the Council. TAMC ACE Committee and the Full Council were very receptive to the proposed new look for the report, as well as drafted Table of Contents. The full Council would like the report limited to no more than 45 pages. The last report was 39 pages. Because the font will be smaller it is felt that limiting the report to 45 pages will not be a problem. The full Council liked the Table of Contents and the proposed new chapters. It was requested that the environmental data be reviewed before making a final decision on placing it in the report. The link to the dashboards and the Website was suggested to be added to the report cover. For the PASER colored graphics, MDOT Graphics Division has modified the colors just slightly to meet the Adults with Disabilities Act (ADA) requirements. Discussions of ADA rules for printed materials (for people that are visually impaired or color blind) was eye-opening for some members and is prompting some reconsideration of the colors used on the TAMC dashboards, TAMC Website, TAMC IRT, and other related agencies, such as the Geographic Information System (GIS) Framework Users Group. The Council feels that it is a good idea that the colors used by TAMC and associated agencies are ADA compliant and uniform across the board. Members of the Council felt that it would be important for all regions to use the same colors as well. Mark Holmes is working with the GIS Web application, Michigan Architectural Project (MAP) based software vendors, and other agencies to make the colors uniform and ADA compliant. CSS has already made the new IRT applications compliant. Support staff will work with TAMC ACE Committee on the report and complete a draft report that they will bring to full Council for consideration. It will be discussed at a future meeting if there is a need to continue doing an Executive Summary of the report. Since the new report is so small, an Executive Summary may not be necessary. With the smaller size, the report will be more cost efficient. MDOT Photography Unit has been taking photos to be included in the report. The report is a print and an on-line document.

Action Item: Staff will continue working on the annual report, and will follow up with CSS on any other ADA needed color changes.

6.1.2. - 2018 TAMC Asset Management Conferences and Partnerships – J. Start

It was suggested that TAMC partner with American Public Works Association (APWA) and/or other agencies and host a joint conference. Both organizations are drawing many of the same attendees. APWA has a contract to hold their conference on May 23 and 24, 2018, at the Grand Traverse Resort, with a golf outing on May 22, 2018. APWA is very interested in partnering with TAMC. The ACE Committee suggested that TAMC hold their conference at the same location the day prior to or after the APWA for 2018 instead of jointly. Possibly for 2019, APWA and TAMC can hold a joint conference. It is anticipated that the co-located conferences will bring greater attention and attendance to both the APWA and TAMC conferences.

Action Item: G. Mekjian will schedule a teleconference between G. Strong and Tracy Spencer, who handles the logistics for APWA, to discuss the details on how this can be done.

6.1.3. – TAMC Representations at Other 2018 Conferences – J. Start

Support staff will create an updated listing of the 2018 conferences and share with Council members the dates and locations so that Council members can review and select conferences that work best for them to attend on behalf of TAMC. R. Belknap feels that booths are more helpful and easier for TAMC than support staff doing presentations. A list of conferences was provided.

Action Item: Council members will send the dates for any conferences they feel need to be added to the list, such as the Transportation Bonanza in February, the Michigan Transportation Planning Association Conference in July, the Michigan Association of Planners Conference, and the County Road Association Conference in March

Action Item: Support staff will update the list of conferences with the new information and provide a copy to the Council for their review and scheduling.

6.1.4 – Distribution of the New Policy for Collection of Roadway Surface Condition Data – J. Start

The new policy is already out on the new TAMC Website and has been emailed out to the regions. In order to ensure people are aware of the new data collection policy, a variety of actions were recommended.

Action Items: A news release featuring the new policy will be sent out via e-Gov Delivery. It will also be discussed at the upcoming Regional Coordinators teleconferences. MTU will distribute the policy at their training sessions and Council members were asked to distribute the policy to their coordinating agencies.

Action Item: The schedules for the PASER/IRT trainings will be provided to Council members to sign up to represent TAMC at the trainings. It may be possible for Council members to call in to some of the CSS trainings, if necessary, if arrangements are made prior to the training.

6.2. – Data Committee Update – B. McEntee

6.2.1. – Status of 2017 PASER Data Collection – D. Jennett

A map showing the completion of the data collection efforts that come from the quarterly/monthly reports and checks from the IRT uploads was reviewed. Data collection is about where it was at this time last year. The TAMC regional data collection deadline is December 8, 2017.

6.2.2. - IRT/ADARS Compliance Report – D. Jennett

A 2016 snap shot of the IRT/ADARS reporting was given. A map of submitted PASER data by regions was provided. 45 counties have uploaded their data into the IRT. There are 26 agencies that have PASER collection completed-QA/QC in progress; 9 PASER collections in progress, and 3 PASER collections scheduled.

Support staff is going to schedule a meeting with the MDOT ADARS team to discuss their not sending compliance letters out November 2017 – March 2018 due to winter maintenance issues. Holding the notifications to the agencies so long creates a back-log for TAMC support staff in getting our IRT updates. Sometimes, the agency is only out of compliance because they have not completed their ADARS entry but they have the IRT information ready to go but cannot upload in the IRT until they have completed ADARS. Support staff may be able to address

the simple fixes via telephone calls or emails to agencies during the months of November – March.

Action Item: Support staff will work with ADARS staff to help address problems with non-compliant agencies through March.

6.2.3. – IRT Rewrite Update – M. Holmes

Some of the items that have been backlogged are now being worked on as part of the 2018 tasks. They are working on an IRT version 2.3. and improving the PASER data upload.

B. McEntee reported that the PASER data uploads are one of the things CSS will look at by placing a notification on the home page and placing an automatic date stamp when an agency uploads PASER data.

An issue that was recently noted is when an agency sends their data to their region, then the region enters the data in the IRT to the Council, it has been taking some time for it to be entered. Also, once the region has entered the data, it takes a few minutes for the region to get notification from the system if the data was not uploaded properly. There should be some notice that the upload is still in process and has not been uploaded, and the region will need to check back to assure the data was uploaded. It was suggested that an email giving information as to whether or not it was successfully uploaded be sent to the agency, region, and MPO to make everyone aware of the issue.

6.2.4. Dashboard Update – M. Holmes/J. Ross

The Traffic and Maintenance dashboards are in production. CSS is putting the final touch-up on the Safety and Financial dashboards. CSS received a request from the County Road Association for the Financial and Maintenance data when it is available. Gogebic will show zero for 2016 since they did not get their information submitted by the deadline.

6.2.5. – Website Update – M. Holmes

The TAMC Website was moved to a Vignette Platform on October 6, 2017, however, all of the information from the old platform has not been migrated to the new platform. The move to Vignette will allow for MDOT and CSS staff to do much quicker updates and also gather feedback and Website usage information from Google Analytics. R. Belknap, D. Jennett, and G. Strong attended training for Vignette on October 13, 2017. CSS will complete the migration of information from the old platform to Vignette and continue to do updates until TAMC support staff are comfortable with doing the updates.

The 21st Century Infrastructure Commission is interested in seeing projects that are completed one year out instead of three years out. D. Jennett feels that on the technical end, this will be easy to do. At this point, the cost related to doing this is unknown.

Action Item: CSS will continue working to migrate the old information to the new platform.

6.2.6. – Bridge Committee Update – J. Johnson

The Bridge Committee met on October 26, 2017, and their next meeting is scheduled for January 25, 2018. The November and December meetings have been canceled due to a lack of agenda items. The Bridge Committee agreed to meet quarterly instead of monthly and approved their meeting schedule for 2018 at their last meeting. If necessary, they will add meetings in order to work on the TAMC Annual Report or any important tasks that arise. The Bridge Committee was scheduled to do the December “*The Bridge*” article but MTU is a little behind. The next newsletter article has been written by support staff regarding the Investment Reporting Tool (IRT). Vicki Sage from MTU is assisting them in writing the article in the format that MTU requires. The Bridge Committee is responsible for the next newsletter in January then Data Committee will do the next scheduled article.

Action Item: Bridge Committee Chair will follow up with Vicki from MTU in December or January.

6.3. – Michigan Center for Shared Solutions – M. Holmes, J. Ross

The 2nd week of October the updated interactive map was launched. The Data Committee discussed showing township geographical boundaries in the IRT as well as road ownerships. Currently, road ownerships are not listed and if it is not a public road it states “unknown.” The committee agreed to change “unknown” to state “not a certified public road.” CSS is working towards putting in actual ownership information. CSS has entered a toggle that shows agencies only the roads that they own.

7. TAMC Work Program Update – P. Kent

P. Kent shared an updated copy of the TAMC 2017 – 2019 Work Program Reporting Template that shows the status of work program tasks. She has made a list of tasks by committee for each to review, discuss, and add to for 2018. Each committee agreed to prioritize their tasks. The Council reviewed the document and it was agreed the document and format is helpful and will assist support staff in the future with annual reports and the listing of TAMC accomplishments.

One of the current tasks is for Council members to support trainings and conferences. Support staff will pull together a compiled list of events and dates and distribute a sign-up sheet to the Council members to attend to assist support staff and represent TAMC.

To make people aware of TAMC, it was suggested that articles regarding TAMC be placed in magazines and newsletters such as, “*The Municipal Review*” newsletter. Other suggestions included Michigan Transportation Association, County Road Association (who also has a listserv as well as, a newsletter) and the Michigan Transportation Planning Association newsletters. If TAMC Council members would like something to go out to their agencies, support staff can assist them with doing a write-up to place in their newsletter or email. TAMC information can also be placed on collaborative agencies Websites.

A task listed in the Work Program is for the ACE Committee to make suggestions for the TAMC awards. In the past, the majority of the award recipients have been suggested by support staff. This task is listed in the TAMC Work Program as a task for the ACE Committee.

Action Item: TAMC Committees will review their work program items and prioritize them.

8. Public Comments:

None

9. Member Comments:

B. McEntee did a presentation on how the different data in the IRT using the good, fair, poor ratings of the top 20% of road agencies and the bottom 12 of road agencies, and the top and bottom 12 of bridges, can be

used and can get different data feedback and results. He feels the Council needs to review how data is used and how it can come up with different results.

10. Adjournment:

The meeting adjourned at 2:58 p.m.. The next meeting will be held December 6, 2017 at 1:00 p.m., 2700 Port Lansing Road, 2nd Floor Conference Room, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID

NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RBI	Road Based Inventory
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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